

# Restaurant Operations Checklist

## Kitchen

Pre-Opening

- Check inventory levels
- Verify equipment functionality
- Ensure cleanliness of all surfaces
- Confirm staff availability and training
- Review menu items and pricing
- Check food safety and hygiene protocols
- Inspect storage areas for proper organization
- Verify all necessary permits and licenses
- Conduct a final walk-through

Opening

- Monitor food quality and consistency
- Manage inventory and waste
- Ensure timely service and order accuracy
- Address customer complaints promptly
- Maintain a clean and organized kitchen
- Communicate effectively with the front of house
- Monitor staff performance and provide feedback
- Keep accurate records of sales and expenses
- Stay updated on industry trends and competitor offerings
- Implement cost-saving measures where possible

Closing

- Perform a final inspection
- Secure all equipment and supplies
- Lock up the restaurant
- Review the day's operations
- Address any outstanding issues

## Management

Pre-Opening

- Review financial statements and budgets
- Check marketing and advertising campaigns
- Verify all necessary permits and licenses
- Conduct a final walk-through

Opening

- Monitor overall restaurant performance
- Manage staff schedules and payroll
- Ensure customer satisfaction and loyalty
- Address operational issues and inefficiencies
- Implement new menu items and promotions
- Stay updated on industry trends and competitor offerings
- Conduct regular audits and inspections
- Communicate effectively with all staff members
- Keep accurate records of sales and expenses

Closing

- Review the day's operations
- Address any outstanding issues

## Front of House

Pre-Opening

- Check inventory levels
- Verify equipment functionality
- Ensure cleanliness of all surfaces
- Confirm staff availability and training
- Review menu items and pricing
- Check food safety and hygiene protocols
- Inspect storage areas for proper organization
- Verify all necessary permits and licenses
- Conduct a final walk-through

Opening

- Monitor customer service and satisfaction
- Manage staff schedules and payroll
- Ensure timely service and order accuracy
- Address customer complaints promptly
- Maintain a clean and organized dining area
- Communicate effectively with the kitchen
- Monitor staff performance and provide feedback
- Keep accurate records of sales and expenses
- Stay updated on industry trends and competitor offerings
- Implement cost-saving measures where possible

Closing

- Perform a final inspection
- Secure all equipment and supplies
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## Reception

Pre-Opening

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- Verify equipment functionality
- Ensure cleanliness of all surfaces
- Confirm staff availability and training
- Review menu items and pricing
- Check food safety and hygiene protocols
- Inspect storage areas for proper organization
- Verify all necessary permits and licenses
- Conduct a final walk-through

Opening

- Monitor customer service and satisfaction
- Manage staff schedules and payroll
- Ensure timely service and order accuracy
- Address customer complaints promptly
- Maintain a clean and organized reception area
- Communicate effectively with all staff members
- Monitor staff performance and provide feedback
- Keep accurate records of sales and expenses
- Stay updated on industry trends and competitor offerings
- Implement cost-saving measures where possible

Closing

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## Restaurant Operations Checklist

# Fast Food Restaurants Operations Manual

**Huangqi Zhang**



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